

ADMINISTRATIVE - INTERNAL USE ONLY

MEMORANDUM FOR: ALL OL EMPLOYEES

FROM: John M. Ray
Director of Logistics

SUBJECT: Office of Logistics Quarterly -
Thursday, 21 April - Headquarters Auditorium
Friday, 22 April [redacted]

STAT

1. You are invited to attend the next OL Quarterly
scheduled for 1000 hours, Friday, 22 April, [redacted]
Building. Please see the attached agenda for the speakers and
topics.

STAT

2. Please call in the number of attendees by COB 20 April
to [redacted]
(secure). Those who will not be able to attend the quarterly
held at [redacted] are encouraged to attend the
quarterly in the Headquarters Auditorium on Thursday, 21 April,
1000 hours.

STAT

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3. These quarterlies are one of our most valuable means
of communicating what OL is doing and who's doing it, and we're
constantly trying to make the presentations more interesting as
well as informative. Your constructive feedback is always
appreciated.

John M. Ray

Attachment

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1. You are invited to attend the next OL Quarterly scheduled for 1000 hours, Thursday, 21 April, in the Headquarters Auditorium. Please see the attached agenda for the speakers and topics.

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2. Please call in the number of attendees by COB 20 April to (secure). Those who will not be able to attend the quarterly at Headquarters are encouraged to attend the session held in on Friday, 22 April, 1000 hours.

3. These quarterlies are one of our most valuable means of communicating what OL is doing and who's doing it, and we're constantly trying to make the presentations more interesting as well as informative. Your constructive feedback is always appreciated.

John M. Ray

Attachment

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Agenda

OL Quarterly - 2nd Quarter FY 88

Thursday, 21 April 1988 - 10 a.m. - Headquarters Auditorium

Introduction

John M. Ray, D/L

Presentation of OL Employee of the
Quarter Awards

R. M. Huffstutler, DDA

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A Logistician's Creative Approach to
Planning for a Move into the New
Headquarters Building

Logistics
Officer, NESA/DI

STAT

Life on a Decentralized Contract Team

C/CS/DPG/NPIC/DS&T

STAT

The Mail and Courier Service - Its
Scope, Its Transition, Its Adaptation
to a Changing Environment

C/M&CB/SER/FMD/OL

STAT

Parking

C/MS/FMD/OL

STAT

Training Highlights

Training
Officer, OL/P&TS

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~~Update on OL Activities - 2nd Qtr FY 88~~

~~C/IMSS/OL~~